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*Reports*  
DD/S/71-2725

12 JUL 1971

MEMORANDUM FOR: Director of Communications  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training  
Chief, Support Services Staff

SUBJECT : Annual Report of Significant Accomplishments

REFERENCE : Memo to Directors of Support Offices fr DD/S  
dtd 8 Aug 67, same subject (DD/S 674017)

1. In 1967 we requested that you submit an annual report of significant accomplishments at the end of each fiscal year. These reports have been very informative and valuable but I am reminded that accomplishments and objectives are a part of the annual program submissions and that a management improvement report is now required annually in response to OMB Circular A-44.

2. In the interest of simplifying reporting requirements, the Annual Report of Significant Accomplishments requested in the reference memorandum is no longer required. Your responses to Circular A-44, however, should be as comprehensive and complete as your reports of significant accomplishments have been over the past few years since 1967. If you have items which you consider to be of interest to the Deputy Director for Support but which you may feel need not be reported to OMB you may include them as a separate addendum to the A-44 report when it is submitted here.

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3. This change in the reporting requirement is effective immediately and we will accept your recent responses to Circular A-44 as satisfying the requirement for the reference Report of Significant Accomplishments.

/s/ Robert S. Wattles

*for* John W. Coffey  
Deputy Director  
for Support

SOS/DD/S  bbt (9 July 71)

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DD/S 71-2684 - Memo to DD/S fr D/OL dtd 2 July 71, same subject  
(orig + 2 cys ret. to D/Log.)

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**2 JUL 1971**

**MEMORANDUM FOR: Deputy Director for Support**

**SUBJECT : Annual Office of Logistics Significant Accomplishments Report**

**REFERENCES : (a) Memo dtd 11 Aug 70 to DD/S fr D/L, subject:  
Significant Office of Logistics Accomplishments,  
Fiscal Year 1970**

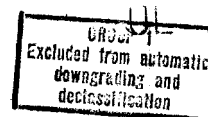
**(b) Memo dtd 18 Jun 71 to DD/S fr D/L, subject:  
Annual OMB Management Improvement Plans/  
Report**

1. This memorandum contains a recommendation for your approval; such recommendation is contained in paragraph 4.

2. In 1967 the Office of Logistics planned and originated an annual report of significant accomplishments which were achieved during the past fiscal year and contributed significantly to the effectiveness and efficiency of Logistics support. The purpose of the report was to provide this accomplishment information to you in a single, concise, annual summary. The initial report was favorably received and subsequent reporting continued on an annual basis, although no formal directive or regulatory requirement for such continuation was placed in effect. The latest submission of this report [Reference (a)] comprised fiscal year 1970 accomplishments. Man-hours required for preparation have averaged 100 annually, and the estimated cost of each report totals \$900.

3. Events have now overtaken the concept of the subject report in that the Office of Management and Budget (OMB) established a program during 1970, under OMB Circular A-44, which requires the submission of the same accomplishment information annually. Accordingly, the fiscal year 1971 accomplishments of the Office of Logistics were reported to you in Reference (b) as prescribed by the OMB Circular and implementing Agency directives.

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**SUBJECT: Annual Office of Logistics Significant Accomplishments Report**

4. It is concluded that the annual accomplishments report originated by the Office of Logistics in 1967 should now be discontinued, since equivalent information is being provided to you annually under the OMB reporting system. Further, such action will preclude an increase in reporting man-hours and costs which would result from the submission of duplicate reports on accomplishments achieved. In view of this, it is recommended that you approve the discontinuance of the annual Office of Logistics Significant Accomplishments Report.

/s/ John F. Blake

John F. Blake  
Director of Logistics

The recommendation contained in paragraph 4 is approved.

*See DD/S 71-27251 2 JUL 1971*

John W. Coffey  
Deputy Director  
for Support

                      
Date

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